

AGENCY INFORMATION	
AGENCY NAME:	AGENCY ABBREVIATION:
AGENCY WEB ADDRESS:	AGENCY PIO NAME:
AGENCY MIGRATION LEAD:	IN.GOV MIGRATION LEAD:
DATE PREPARED:	DATE LAST MODIFIED:
STATUS : **ARE THE QUESTIONS BELOW NEW QUESTIONS OR UPDATES TO EXISTING QUESTIONS?	
INTRODUCTION	
<p>The template below, with all listed information, should be used by all agencies who wish to leverage the new IN.gov frequently asked questions (FAQ) system. <u>All information is required.</u> If any information is missing, the agency's FAQs will not be entered into the system until complete. Please also indicate in the space above whether the list of questions below are new questions to be added to your agency's site or updates to existing questions.</p> <p>Please return a list of at least ten questions to your IML with your IN.gov Agency Homepage Design Workbook. This worksheet is due with your site map. All templates and worksheets can be found at http://webmasters.IN.gov</p>	
TEMPLATE	
Question	
Enter <u>spell- and grammar-checked</u> question here. Should not be a statement, meaning it should correctly end with a question mark (?).	
Answer	
Enter the <u>spell- and grammar-checked</u> answer here. Answers should include telephone and e-mail contact information for more clarification. Web pages referenced in the answer should be hyperlinked or the URL should be provided.	
Agency	
Provide the full agency name.	
Keywords	
List relevant keywords that do not appear in the question or answer.	
EXAMPLE	
Question	
May I store personal e-mail addresses and phone numbers in my Microsoft Outlook account or on my state-issued Personal Data Assistant (PDA) (e.g., Blackberry)?	
Answer (include contact information)	
Yes; however, while you may send personal e-mails in accordance with the <i>de minimis</i> personal use provisions of the Information Resources Use Agreement (http://www.in.gov/iot/files/information_resources_use_agreement.pdf), personal e-mail should be sent from pre-approved Web-based e-mail systems. For more clarification, please e-mail the state's chief information security officer at CISO@iot.IN.gov .	
Agency	
Indiana Office of Technology (IOT)	
Keywords	
Technology, IRUA, computer	

AGENCY FAQ 1**Question****Answer (include contact information)****Agency****Keywords****AGENCY FAQ 2****Question****Answer (include contact information)****Agency****Keywords****AGENCY FAQ 3****Question****Answer (include contact information)****Agency****Keywords****AGENCY FAQ 4****Question****Answer (include contact information)****Agency****Keywords**

AGENCY FAQ 5
Question
Answer (include contact information)
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Keywords
AGENCY FAQ 6
Question
Answer (include contact information)
Agency
Keywords
AGENCY FAQ 7
Question
Answer (include contact information)
Agency
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AGENCY FAQ 8
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Answer (include contact information)
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Agency
Keywords